



Department of Commerce

Innovation is in our nature.

P.O. Box 42525, Olympia, WA 98504-2525 ■ 360/725-5034 ■ www.commerce.wa.gov/lresearch

Paid internship with the Olympia office of Research Services

The Research Services unit at the Department of Commerce seeks a research intern for five to eight months. This is a part-time position (10-25 hours per week) and pay ranges from \$14.84 to 20.77 per hour. This is an opportunity to work in an interdisciplinary research shop to assist in the evaluation of federally funded energy projects. Other policy and fiscal research opportunities may be available depending upon skills, interest and funding.

Essential duties and responsibilities: The incumbent will be expected to assist in various research and program evaluation activities. Duties and responsibilities will include:

- Following established research and evaluation plans, methods and procedures to gather, compile, code, classify and analyze data in accordance with these plans and procedures;
- Compiling data from grant applications, contracts, invoices and other sources;
- Assisting in designing, updating and maintaining project databases;
- Preparing tables, charts, graphs and statistical reports that include data analysis and interpretation;
- Composing routine correspondence to furnish or request information;
- Independently administering surveys or structured interviews in accordance with established protocols;
- Attending project monitoring visits, conferences and working meetings; and
- Assisting in project coordination and reporting.

Required qualifications: A bachelor's degree and one year of professional experience in applied research, program evaluation or data analysis. (Advanced coursework or volunteer experience may substitute for professional experience.) Demonstrated proficiency with Microsoft Word and Excel. Ability to manage time effectively and work independently.

Desired qualifications: Experience or coursework in energy policy, renewable energy technologies, energy-efficiency and weatherization, economics or program evaluation. Proficiency with statistical analysis software packages (SPSS, SAS, etc.), data visualization software (Tableau, Visio), or graphic design software (such as MS Publisher, Adobe Acrobat). Experience with qualitative research methods, including surveys, structured interviews and focus groups. Sense of humor a plus.

To apply for this internship, send a resume, cover letter describing qualifications and two relevant writing samples via email to ResearchServices@commerce.wa.gov by Monday, October 10.

For additional information, check out our web site at <http://www.commerce.wa.gov/research> or contact Steve Salmi at 360/725-5034 or steve.salmi@commerce.wa.gov.